

## KERALA HVIC FOUNDATION

(Government of Kerala undertaking, Department of Power)

ANERT, PMG – Law college Road, Thiruvananthapuram 695033, info@keralahvic.in,

Tel.: (+91-471)2338077

CIN:U72100KL2025NL095974

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No. KHVIC/3/2025-PRJ

06-01-2026

### **NOTICE INVITING QUOTATIONS**

Sub.: K- HVIC - Inviting quotations for Engagement of Practising Company Secretary for statutory and compliance support to M/s. Kerala HVIC Foundation – reg.

Kerala HVIC Foundation is a not-for profit Company, registered under Section 8 of Companies Act 2013 to function as a special purpose company under the Agency for New & Renewable Energy Research and Technology (ANERT), for the implementation of Green Hydrogen projects in the State of Kerala. The Company intends to engage the services of a Company Secretary in Practice for handling routine secretarial compliance of the Company under the Companies Act 2013, Rules thereto and Secretarial Standards. The applicant may either be an Individual Practitioner or Partnership Firm of Company Secretaries or an LLP of Company Secretaries in Practice.

#### **1. Scope of Work / Terms of Reference**

The services shall include, but not be limited to, the following:

- i. Advice, support and assistance on all routine secretarial matters under the Companies Act, 2013, Rules thereunder and Secretarial Standards (Act) to ensure that the Company always remains compliant in this respect.
- ii. Prepare and file all necessary forms / returns with the Ministry of Corporate Affairs/Registrar of Companies and other authorities under the Act within the statutory time as prescribed.
- iii. Apart from routine compliance, assistance and advice on any other specific assignments/requirements as and when the need may arise from time to time.
- iv. Convening and documentation of Board and General Meetings (preparation of notice, agenda, minutes, and resolutions as per Secretarial Standards).
- v. Filing of Annual Return (Form MGT-7A) and Financial Statements (Form AOC-4) with MCA.
- vi. Maintenance and updating of Statutory Registers (Members, Directors, Contracts, etc.).
- vii. Assistance in conducting the first Annual General Meeting and subsequent AGMs.
- viii. Preparation and filing of Auditor appointment/reappointment (Form ADT-1).
- ix. Annual Director KYC compliance (DIR-3 KYC) and disclosure of interest (MBP-1, DIR-8).

- x. Appointment, resignation, or change in designation of Directors (Form DIR-12).
- xi. Any other compliance or filing arising from Board decisions, project activities, or legal requirements.
- xii. Ongoing advisory on statutory requirements and amendments relevant to Section 8 Companies.
- xiii. Drafting and vetting of Board notes, resolutions, and compliance declarations.
- xiv. Support in establishing governance systems, record keeping, and corporate documentation.
- xv. Periodic compliance status reports to the Executive Director / Board of HVIC Foundation
- xvi. Any other filings or secretarial certification as may be required by funding agencies, auditors, or government departments.

## **2. Eligibility:**

The bids will be screened based on the following essential eligibility criteria: -

- The applicant shall either be an Individual Practitioner or Partnership Firm of Company Secretaries or LLP of Company Secretaries.
- The applicant should have been registered with the Institute of Company Secretaries of India (self-attested copy the registration certificate to be enclosed).
- To be an eligible applicant, the Individual Practitioner should have completed his continuous professional practice of 5 years
- To be an eligible applicant, the Firm / LLP should have completed 3 continuous years of practice.
- The applicant should possess experience working with at least one Section 8 company.

## **3. Period of engagement**

The term of engagement of the Company Secretary will initially be till 31st March 2028, which could be further extended by the HVIC Kerala for a further period on mutually agreed terms and conditions for another 2 years.

## **4. Documents to be submitted**

- Bid Covering Letter
- Details of experience of working Company Secretary in similar companies. Form II
- If it is a Company, details of qualification and experience of empanelled experts in Form III
- Financial Bid

Every sheet and all forms complete in all respect shall be signed by the person/persons duly authorised to sign on behalf of the applicants with affixing the applicants' stamp. Any / all the section made in the offer shall be duly authenticated by the signature of the applicant/Authorised signatory. Any documents or clarifications or any such additional information furnished subsequently shall not be taken into account. However, HVIC Kerala reserves the right to call for such clarifications confined in scope of the tenders of the

application and can call for documentary evidence of the information submitted, should it become necessary for proper judgement in evaluation.

#### **5. Terms and Conditions**

1. The envelope should be superscribed: "**Quotation for Engagement of Company Secretary – HVIC Foundation**" and addressed to **The Chairman & Managing Director, Kerala HVIC Foundation**, and should reach this office by Hand/Post/Courier before the specified date and time.
2. The full address of the bidder should be clearly mentioned on the envelope.
3. Late quotations will not be accepted.
4. The rates quoted should be inclusive of all professional fees, GST and incidental expenses including visits as part of the board meetings, if held at Thiruvananthapuram. Travelling Allowances at par with Government norms will be provided if the meetings are held outside Thiruvananthapuram corporation limits.
5. The statutory fee payable in the MCA portal need not be considered in the professional fee being quoted. This will be reimbursed upon submission of the actual receipt of payments made in the portal.
6. Withdrawal after acceptance or non-performance of duties may result in cancellation and debarment from future assignments.
7. No enhancement of rate will be entertained during the engagement period.
8. The CS is to submit the invoices for the service rendered on a quarterly basis. The Payment will be released after deduction of applicable TDS and other deductions, if any.

#### **6. Evaluation Criteria:**

All quotations received within the stipulated time shall be examined for compliance with the eligibility criteria, submission of required documents, and acceptance of Terms & Conditions as specified in this Notice. Only those bids found responsive and eligible shall be considered for Commercial evaluation.

The Commercial evaluation and determination of bidder will be on least cost basis based on the total quoted amount under Professional Services and special cases (considering one occurrence)

**The Last date and time for receipt of quotations is 14/01/2026 at 3.00 PM.** Late quotations will not be accepted. The quotations will be opened at 4 PM on 14/01/2026 in the presence of the tenderer or their authorised representatives who are present at the time of opening.



A handwritten signature in blue ink that reads "Harshil" above "11/126".

Chairman and Managing Director  
Kerala HVIC Foundation

**HARSHIL R MEENA IAS**  
Chairman and Managing Director  
Kerala HVIC Foundation

Encl.:

1. Annexure – I
2. FORM I
3. FORM II
4. FORM - III

## Annexure – I

***(TO BE SUBMITTED IN YOUR LETTER HEAD)***

Place:  
Date:

To

**The Chairman & Managing Director**  
Kerala HVIC Foundation  
ANERT, PMG – Law College Rd  
Vikas Bhavan PO  
Thiruvananthapuram – 695033

Sir,

Sub: Engagement of Company Secretary for Kerala HVIC Foundation

The undersigned having read and examined in detail all the documents in respect of engagement of a Company Secretary in Kerala HVIC Foundation on retainership basis to perform the duties and responsibilities of Company Secretary as defined in the Companies Act, 2013 as amended from time to time, do hereby express the interest to perform the duties and responsibilities as specified in the scope of work.

Details:

1. Name of the applicant	
2. Address	
3. Name, designation & address of the person to whom all references shall be made in case of applicant is a Firm / LLP	
4. Telephone (with STD code)	
5. Mobile No. of the contact person	
6. E-mail of the contact person	

The Following documents are enclosed forming part of NIQ

- a. Details of experience of Company Secretary in Form-I
- b. Details of qualification and experience in Form – II.
- c. Details of Commercial bid in Form-III
- d. Any Other information sought in the scope of work.

I/ We hereby declare that my/ our bid is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thank you.

Yours faithfully

Signature:  
Name:  
Designation:

**FORM I**  
**DETAILS OF EXPERIENCE**

**A. Details of major Companies in which the applicant Company Secretary is engaged in providing secretarial services in the year 2024-25:**

Sl. No.	Name of the Company	Nature of assignments	Category of Company (Listed/ Public/PSU/ Private/Section-8)

Date:

Place:

(Signature of ~~Applicant~~)

(seal)

## FORM II

**DETAILS OF QUALIFICATION AND EXPERIENCE DETAILS OF  
PROPRIETOR/PARTNERS**

Sl. No.	Name	Membership Number and Certificate of Practice	Details of Qualifications	Years of Experience in Practice

Date:

Place:

(Signature of Applicant)

(seal)

FORM - III  
**COMMERCIAL BID**

*(To be submitted on the bidding firm's letterhead)*

**Sub.: quotations for Engagement of Practising Company Secretary for statutory and compliance support to M/s. Kerala HVIC Foundation – reg.**

**Ref.: Quotation Notice No. No: KHVIC/CS/1/2025**

**Professional Services**

Sl.No	ITEM	Rate	GST	Amount
1	Retainer fee for ongoing secretarial and compliance services (annual basis)			
2	Convening and documentation of Board/General Meetings			
3	Preparation and filing of Annual Return (MGT-7A) and Financial Statements (AOC-4) and any other statutory filings			
4	Advisory support and periodic compliance reporting			
	<b>Grand Total</b>			
	<b>(Amount in Words)</b>			

*\* The Statutory charges to be paid in the MCA portal will be paid separately and need not be considered in the fee being quoted*

**Special Cases / Recurring services**

Sl.No	ITEM	Rate	GST	Amount
1	Director-related filings and declarations (MBP-1, DIR-8, DIR-3 KYC) if any			
2	Additional filings (appointment, change of office, etc.) if any			
3	Special resolutions, project-specific filings			
	<b>Grand Total</b>			
	<b>(Amount in Words)</b>			

\* The payment for these special cases to be paid on actual occurrence in a year as per the quoted rates

Date:

Place:

(Signature of Applicant)

(seal)

Digitally signed by  
Harshil R Meena  
Date: 06-01-2026  
15:17:11